



A Benefit For You

BEST CARE EMPLOYEE ASSISTANCE PROGRAM



Supervisory Notes

How Can I Recognize a Drug or Alcohol Problem?

Drug and alcohol abuse is responsible for absenteeism, traffic and workplace accidents, as well as the breakdown of the family unit. As a supervisor, it's important to recognize the signs to help identify a potential problem.

Signs at the Workplace

- Shows up late or under the influence
- Shows up at wrong worksite
- Hands shake in the morning
- Wanders away from the work station
- Absent after weekends, holidays, and/or paychecks
- Hides alcohol/drugs on the job
- Can't make deadlines
- Meets outsiders in the parking lot
- Changes jobs frequently

Physical Signs

- Careless about appearance
- "Wired Behavior"
- Chronic stomach complaints
- Constant hacking cough
- Rapid weight loss
- Wears long sleeves, even in the summer
- Drowsy and short attention span
- Repeated hospitalizations
- Frequent cuts, burns, bruises

Personality Signs

- Loss of values/ambition
- Low morale
- Increased frustration
- Resentfulness and/or distrust
- Unpredictable, wide mood swings
- Argumentative and quick to fight
- Has tried to stop and failed
- Ridicules treatment and recovery
- Delusions of grandeur

Family Signs

- Blames family for problems
- Children are "out of control"
- Has money problems
- Often stays out late at bars
- Family medical costs are high
- High rate of abuse in the family
- Marital problems

If you suspect an employee is abusing drugs or alcohol, contact your Best Care EAP. A professional counselor can advise you on the recommended steps to make a referral. Additionally, Best Care offers onsite training programs to promote a drug free workplace. For more information please call (402) 354-8000 or (800) 666-8606.